

Reports
July - Dec

Chief, Management Staff

16 July 1953

Acting Chief, Records Management Staff

Weekly Report for week ending 16 July 1953

1. Contributions

a. Portable

- (1) Received 132 cu. ft. of inactive records at the Records Center from four offices, and disposed of 106 cu. ft. The ratio of holdings disposed of to records received continues higher than last calendar year.
- (2) Approved and designed four new forms.
- (3) Returned three safes to stock, converted two files from legal size to letter size, and brought about eight improvements in records keeping practices through our work to date in installing the subject-nomeric system in the Personnel Procurement Division.

b. Irreversible 25X1A9a

- (1) Assisted Mr. [REDACTED] (in Repository) in developing an orientation exhibit for [REDACTED] 25X1A2g

2. Assignments - Active

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- a. Forms in Process - Nine new and 11 revised forms are under review.
- b. Forms Management Survey, Printing Services Division.
- c. Reduction in [REDACTED] requirements for Forms - Project continuing on a full-time basis. Reviewed 270 forms during the week. Sixty-three remain to be checked.
- d. Revision of Travel Order Form - Received approval of the revision from the Directors of Personnel and Logistics.
- e. Approval from the Comptroller is pending.
- f. Revision of Chain Envelope and Courier Receipt.

25X1A2g

2. Audit of Records Control Schedules

- (1) OGR - Return of approved [REDACTED] schedule within a week has been promised.
- (2) Legislative Counsel - Completed initial survey of records.

c. Subject-Metric File Installations, Personnel Recruitment Division. See "Contributions - Tangible."

d. Shelf File Installations

- (1) Budget Staff
- (2) Acquisitions Branch Library/OGR.
- (3) Map Library Division/OGR.
- (4) OR Official Personnel and Appraisal Files - Requisition being prepared for the pilot installation which will house 160 linear feet, or over 10%, of the files.

i. File Clean-Up Campaign - Completion of staff study awaiting a report on the results of the last Commerce Department campaign.

j. Suggestion Awards Staff Subject File Index.

k. VA Programs - Reviewed draft's of current VA Schedules for OGR, OGR, OBI, General Counsel, and the Office of DD/S.

3. Implementations - Initiatives

- a. OBI Subject-Metric File Installations.
- b. Logistics Security Staff Card Index.
- c. Budget Office/OGR File Survey.
- d. Machine Records Division File Survey.
- e. Document Division Starting Book.

4. [REDACTED]

25X1A9a a. Mr. [REDACTED] a JKF who spent some time with us, proposes to install the subject-metric filing system at his next assignment in [REDACTED]

25X1A6a

- b. The first floor of the Records Center addition has been occupied for "beneficial occupancy" on 21 July 1958. Permission has been received from HQ/P to begin transferring their records on that date.
- c. The Records Center will soon begin using a container designed for storing 5" x 8" cards. About 30% greater storage capacity will be gained for this type of record.

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- d. [REDACTED] and I took part in the first day of the "Operation Alert" exercise. [REDACTED] will remain at the site for the balance of the exercise.

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